

ADMINISTRATIVE  
INTERNAL USE ONLY

ORD 3159-74

10 JUL 1974

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel/ORD 25X1A9a

SUBJECT : Recommendation for Promotion of [REDACTED]  
from GS-03 to GS-04

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1. I am considerably impressed with the performance of [REDACTED] in carrying out the secretarial duties normally expected of employees at a higher level than GS-03. Recently she filled in for the staff secretary of the Remote Sensing Laboratory. In this capacity, [REDACTED] reports

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[REDACTED] performance to be clearly superior.

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2. Presently, in the absence of [REDACTED] is again performing the duties of senior secretary and doing a fine job of maintaining the CDAM office secretarial chores on her own. I feel that to continue [REDACTED] in the GS-03 grade would not only be unfair to her but perhaps amount to a disincentive to others on the secretarial staff should her exceptional performance go unrewarded.

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3. I strongly recommend that [REDACTED] be promoted immediately, without regard for current time in grade, to GS-04.

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[REDACTED]  
C/CDAM

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*approved*  
10/27/74

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SUBJECT: Recommendation for Promotion of [REDACTED]  
from GS-03 to GS-04

RECOMMEND APPROVAL:

\_\_\_\_\_  
Chairman, Special Panel/ORD

\_\_\_\_\_  
Date

APPROVAL:

\_\_\_\_\_  
Director of Research and Development

\_\_\_\_\_  
Date

Distribution:

- Orig. & 1 - Addse.
- 1 - Special Panel/ORD
- 1 - C/SS/ORD

CDAM/ORD/DD/S&T/[REDACTED]:biw/3458  
(18 July 1974)

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